

Bring forward  
each year

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10 April 1967

**MEMORANDUM FOR:** Deputy Director for Intelligence  
Deputy Director for Plans  
Acting Deputy Director for Science and  
Technology  
Deputy Director for Support  
Deputy to the Director for National Intelligence  
Programs Evaluation  
Director of National Estimates  
General Counsel  
Inspector General  
Legislative Counsel

**SUBJECT :** Official Entertainment in the Executive Dining  
Room

1. Effective immediately, the following policy and simplified accounting procedure will apply to official entertainment in the Executive Dining Room which is hosted personally by a Deputy Director or Head of an Independent Office, or by his deputy when directed.

a. Entertainment of other Government officials: The host and other Agency participants will be charged for their meals; the Agency will absorb the cost for the non-Agency guests.

b. Entertainment of non-Government personnel: The entire cost of such entertainment will be paid by the Agency.

c. Accounting Procedure: The host's office shall arrange for official entertainment with the Dining Room Custodian (Mrs, [REDACTED] Room 4E-06, HQ, extension [REDACTED] and shall provide a guest list of all participants. No further reporting by the host is required.

2. In the case of a special luncheon or entertainment in the Executive Dining Room for Government employees exclusively, the

host may request reimbursement for the entire function according  
to the provisions of [REDACTED] Chapter IX.

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[REDACTED]  
L. K. White

Executive Director-Comptroller

cc: ✓AO-DCI

Dining Room Custodian